CITY OF CHULA VISTA

TYPING CERTIFICATE REQUIREMENT

The Human Resources Department requires that a certified typing certificate be submitted along with a City Employment Application for positions that specify a typing speed requirement. Certification may be in the form of a certificate, letter, or test results form and must clearly state the following:

- Applicant's name
- Name of the issuing agency. Agencies acceptable are a government agency, a temporary employment agency, a business college, an adult school, or a public school system.
- Date of the typing test. A test *must be dated within one year* of the final filing date of the date of the recruitment.
- Verification of a five-minute testing process
- Gross typing speed, errors, and net typing speed of the test

Unacceptable Typing Certificates
Certificates that do not include all of the above information may disqualify the applicant from the selection process. Self-certification using keyboard software and/or online typing certificates will not be accepted. Certificates showing the percentage of accuracy or error (examples: 85% accuracy or 50% of error) will not be accepted.

Suggested Local Agencies
Listed below are suggested local agencies which provide typing certificates. **Please call ahead to confirm days and times of typing tests.** All agencies listed below require a photo identification.

Agency	🏠	☎	💲
Cesar Chavez Center	1960 National Ave San Diego 92113	619.230.2895	Free
Chula Vista Adult School	1034 Fourth Ave Chula Vista 91911	619.691-5760	$ 20
Foothills Adult Center	1550 Melody Lane El Cajon 92019	619.588-3500	$ 5
Grossmont College	8800 Grossmont College Dr El Cajon 92020	619.644.7548	$ 7
Montgomery Adult School	3240 Palm Avenue San Diego 92154	619.628.3017	$ 20
National City Adult Education Center	517 Mile of Cars Way National City 91950	619.336.9400	$ 20
San Ysidro Adult Center	4220 Otay Mesa Road San Ysidro 92173	619.428-7200	$ 20
West City Center	3249 Fordham Street San Diego 92110	619-221-6973	Free